

To: All Field Offices From: Information Resources
Re: 66F-HQ-1186292, 12/18/2000

which documents have been uploaded into ACS, the document(s) may be destroyed unless one of the following circumstances exist:

- 1) Substantive notes which are discoverable have been written on the uploaded communication;
- 2) Enclosures are attached which have not been uploaded;
- 3) Additional indexing is indicated;
- 4) Photographs or other material not able to be uploaded is attached, or
- 5) Documentary or physical evidence exists;
- 6) Any communication which was not uploaded, including all communications received by the LO from outside of the FBI.

Documents which meet the above criteria, as well as original FD-302s, laboratory reports, latent fingerprint reports, original surveillance logs, agents' investigative notes, original photographs and other original documents maintained in the 1-A exhibit section of lead office case files are to be prepared for forwarding to the office of origin. Form FD-491 (Transmittal of Original Documents to Office of Origin) may be used for this purpose.

However, in order to avoid inundating OC with the filing of LO material, all field offices are to retain material identified by the LO but are not to forward any LO material to OC without specific instructions from either FBIHQ or OC.

The destruction guidelines set forth in this communication are consistent with the Bureau's paperwork reduction initiatives and eliminates, where possible, retention, maintenance and processing of unnecessary paper records. All offices should ensure that statistics are maintained for record material destroyed.

Any inquiries regarding the instructions set forth herein should be directed to either Mr. William Shackelford, Archives Specialist, FBIHQ, Extension 6903 or Ms. Dorris Arrasmith, OC File Supervisor.